

Instructions for Submitting the DOE-MF – Indiana School Directory

The DOE-MF is the 'school directory' for all public and non-public schools in the state of Indiana and is used for contacting the school by mailings, facsimiles, telephone contacts and e-mail. The data submitted drives all data collections and posting of data on the ASAP site for the Department as well as data requested by the general public. SAMS (Superintendent Alert and Messaging System) and PAMS (Principal Alert and Messaging System) e-mail contacts are generated from the e-mail provided. The requested data should be updated prior to the start of the academic school year and continue to be updated throughout the school year when the profile of the school or corporation changes. The website address for your corporation or 'homepage' address can be updated on the DOE-MF. The data requested for the profile is as follows:

Corporation Profile:

- Last and first name, middle initial, suffix, title and e-mail address of the Superintendent
- Corporation mailing, shipping and location addresses
- Telephone and facsimile numbers
- Corporation homepage address

School Profile:

- Last and first name, middle initial, suffix, title and e-mail of the Principal
- School mailing and location addresses
- Telephone and facsimile numbers
- Schedule and Year Types
- Unit
- Charter School
- Grade Level
- Types of school computers

The profile information will be available for public schools, non-public schools, charter schools and freeway schools. The public corporation should update the non-public school information for the schools located in their district. Non-public schools can also update the information if they are accredited.

The submitted information will be reviewed by Department staff before being accepted into the master file database. Information submitted will **not** be immediately displayed on the web.

Schools that open and close or change grade levels for the academic year will require additional information.

Grade level changes for the 2008-2009 academic year

Mail or send by facsimile your request on letterhead with the following information to:

Indiana Department of Education
Center for Information Systems
Room 228, State House
Indianapolis, IN 46204-2798
Facsimile: 317-233-6326

Include the grade level change, school number, school name and any other pertinent information about the grade levels, and the contact person.

New schools opening for the 2008-2009 academic year

Mail or send by facsimile your request on letterhead to the above address. Include name, address, city, zip code, telephone, facsimile, principal's first and last name and title, and the grade span of the school. Also include contact information of the person submitting the request. You will be contacted for more information if necessary or provided the state assigned school number.

Schools closing during the 2008-2009 academic year

Print the profile of the school and send by facsimile to the number above with your request on letterhead with the date the school will close. Include the contact name of the person making the request.

Non-public schools opening in the public school district

Corporation administrators are responsible for providing the information on non-public schools that are **opened or closed** in the boundaries of their district. Follow the instructions above for the opened and closed public schools. The non-public schools reported for the 2007-2008 academic school year will be available for update.